

TOPIC SHEET 6
NAVY PROGRAMS – OPPORTUNITIES AND RESPONSIBILITIES

A. INTRODUCTION:

This topic links the myriad of Navy Programs with the Quality of Life in the Navy. The emphasis is on the opportunities that these programs provide to the Sailors and their families without losing sight of their corresponding responsibilities. The fact there are countless instructions and directives that cover almost everything we do in the Navy, makes the job of the Chief Petty Officer even more challenging. The Chief must go beyond knowledge of Navy Programs to their appropriate applicability benefiting all Sailors.

B. ENABLING OBJECTIVES:

- 6.1 Review the concept of Quality of Life.
- 6.2 Identify the different factors that affect Quality of Life.
- 6.3 Discuss examples of Navy Programs that provide opportunities and demand responsibilities.
- 6.4 Examine the obligations of the Chief Petty Officer in advancing Navy Programs.

C. TOPIC PREPARATION:

- 1. Read: There are no materials to be read prior to this topic.
- 2. Complete: There are no assignments for completion prior to this topic.

D. REFERENCE: None

E. SUPPLEMENTAL READINGS:

These readings are suggested as additional sources of information. Although not required, you are encouraged to review them to broaden your perspective of the lesson.

- 1. NAVEDTRA 12047, Military Requirements for Chief Petty Officer, Pensacola, FL, 1991.
- 2. NAVEDTRA 12966, Naval Orientation, Pensacola, FL, 1991.

3. LINK, The Enlisted Professional Bulletin of the U.S. Navy (current edition), NMPC, Millington, TN.
4. Navy Programs. Available: <http://www.lifelines2000.org/rights/home.asp>.

F. INSTRUCTION SHEETS:

1. TS 6 Navy Programs – Opportunities And Responsibilities
2. OS 6-1 Navy Programs – Opportunities And Responsibilities
3. IS 6-2 Education And Training References/Resources Available
4. IS 6-3 Commissioning Opportunities

OUTLINE SHEET 6-1
NAVY PROGRAMS – OPPORTUNITIES AND RESPONSIBILITIES

A. OUTLINE OF INTRODUCTION:

1. Introduction

Over and over again, we hear and read that the U.S. Navy is the best trained, most capable, most deployable Navy in the world. We have put into motion substantial efforts to make our capabilities even more robust – guaranteeing Sailors the tools, the training, and the technology needed to perform at highest levels.

We continually profess the values of effective leadership and efficient management, but the one most significant component to all of these is our people.

The Navy recognizes this as a fact. Our Sailors and their families are in the forefront of the Navy's concern. You, the Chiefs, must act as lead agents in communicating our message – we cannot promote the overall quality of our organization without simultaneously promoting the quality of the lives of those who make the organization move.

The collective term Navy Programs include formal and informal statements of opportunities and responsibilities that concern all Sailors. Navy Programs are established to advance the general welfare of our personnel while accomplishing missions of commands. Therefore, it is imperative that we consistently insist from our Chiefs their personal commitment to explore and understand all pertinent Navy programs. Additionally, Chief Petty Officers are obligated to lead by example and adhere to the policies and guidelines that come with any of the Navy Programs.

2. Quality of Life

Quality of life is a direct reflection of an individual's satisfaction with his/her work and home environments. This degree of satisfaction has a direct bearing on the command climate. Navy leadership has made Quality of Life one of its top priorities; so must each Chief Petty Officer.

Quality of Life covers a subject that pervades virtually every facet of leadership, communications, subordinate development, and management. In reality, everything a Chief does has a direct impact on the quality of life of subordinates, yet the Chief (and the subordinates themselves) actually control only a portion of the numerous factors that influence Quality of Life.

A high quality of life helps to ensure positive feelings of self-worth, and this aids job performance and retention. Retention is an important issue because every Sailor retained means one less person who has to be retrained to maintain the high state of command readiness.

3. Navy Programs

If we are to list all programs in the Navy that are in effect, we would need a lot more than the three days we have to present this CPO Indoctrination Course. It is probably not a stretch to say that there is a program or directive that covers everything we do in the Navy. The courses of action prescribed by the Navy range from Alcohol/Drug/Substance Abuse to Suicide Prevention, from Equal Opportunity to Sexual Harassment, from Advancement and Training to Retirement.

Your responsibility is not to memorize everything out there. Your responsibility is to be aware that these programs exist for specific purposes, and be able to do additional research on any specific issue that may affect yourself, your shipmates, and your command.

From opportunities to responsibilities, the following examples are mere fractions of the myriad of Navy Programs that the Chief needs to know:

a. Pay and Allowance

The competitiveness of the Navy's Comprehensive Military Compensation System relative to the compensation that may be offered outside the military is a vital concern to every Sailor.

In other words, the adequacy of a paycheck is very important in the mind of every service member. The Navy has made significant progress in this area. Besides basic pay, Sailors get allowances and financial incentives that are comparable, if not better, with many private corporations. The key is to realize the resilient value of intangible benefits as factored-in with our military pay.

b. Health Care

The Department of Defense operates one of the nation's largest health care systems. Navy clinics and hospitals consistently receive high rankings by the Joint Commission on Accreditation of Health Care Organizations, which oversees both military and civilian medical facilities. Health care includes medical and dental services.

Military health care includes a broad spectrum of services, such as medical and dental care. Those of us who are aware of civilian medical/dental expenses can confidently attest that active duty medical/dental care are real benefits.

c. Change of Duty Stations (Transfers) and Housing

In the Navy, transfers are inevitable. But just knowing it will come doesn't make the move any easier. What makes it a little easier is knowing what information you need, where to get that information and what policies apply.

Sailors have to be familiar with all applicable guidance on how to conduct any transition efficiently and with little stress as possible.

Government-provided housing may not be for everybody. Its up to the individual to realize what he/she is entitled to and the appropriate benefits of these entitlements.

d. Family Assistance

Out of concern for the total welfare of Navy members and their families, the Navy has gone beyond the primary considerations of medical, dental, and housing to offer assistance in many other areas. Most of these are provided through the auspices of Fleet and Family Services.

Assistance includes Relocation Program, Spouse Employment Program, Sponsor Program, Ombudsman Program, Exceptional Family Member Program, New Parent Support Program, Family Advocacy Program, Victim Support Services, Transitional Compensation for Abused Family Members, and many others.

e. Morale, Welfare, and Recreation

The Navy provides an array of local recreational programs both ashore and afloat. Recreation programs are designed to support personnel needs as well as Navy readiness. They offer activities and services that include sports and fitness, outdoor recreation, fleet recreation, auto hobby centers, youth activities, and many more.

f. Legal Services

Sailors and their families are afforded the right for free legal advice and assistance under the auspices of the Navy Legal Assistance Program. In the Navy, legal assistance is legal aid and advice for most personal non-criminal matters.

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g. Education Opportunities

Education is an essential part of every service member's career. The Navy provides Sailors with a wide variety of programs to assist them in every facet of education. Whether its fulfilling requirements for a high school diploma, earning an equivalency certificate or completing a college degree, education is accessible to all Sailors through several Navy educational programs.

As you all know, educational achievement is critical for both in-service promotion and advancement, as well as preparation for later transition to a civilian career.

h. Advancement

Ask any successful Sailor about his/her secret of success, you will get a common answer "knows how the advancement system works." Being familiar with applicable Navy policies and the behind-the-scenes operation of the system gives you the edge towards success.

Advancement entails many other benefits and responsibilities beside increase in pay and studying for examination. Preparation for advancement starts from the day the Sailor completes boot camp and continues throughout his/her career.

Benefits include prestige, increase in authority, privilege of additional information, network of key personnel, and a bridge towards future career.

Responsibilities include sharing lessons learned, inspiring and motivating others to strive for success (despite some frustrations), and playing the role.

i. Selection Boards

The advancement system for senior enlisted personnel differs in significant ways from the system for junior personnel. The key to making the system work for you is understanding the selection board process. All of you have obviously done the right thing – now its up to you to share what you have learned with your juniors and be part of their success as well. In addition, it is never too early to prepare for the next promotion. Strengthen that bridge you're building toward the future.

j. Commissioning Programs

The Navy offers many paths to become a commissioned officer. By providing these avenues, the Navy can more effectively meet its personnel needs while taking into account a variety of individual circumstances. The right road for each individual is determined by balancing two basic factors - - what the Navy needs to operate the fleet and what the person is qualified to do.

k. Transition Assistance

Personnel and their families facing separation from the Navy may require assistance to ease the transition from a formerly secure lifestyle to the challenges of a civilian community in a fluctuating economy. The Navy Transition Assistance Management Program (TAMP) is designed to provide assistance. TAMP consists of preparation counseling, employment assistance, financial counseling, benefits awareness/eligibility and relocation assistance.

l. Equal Opportunity

The Navy Equal Opportunity (EO) Program defines the policies, regulations, responsibilities, and actions required by all commands. It also presents the Navy's posture toward EO and how this translates into Command Managed Equal Opportunity (CMEO).

The Navy strongly advocates the belief that racial, religious, ethnic, cultural, or sexual bias should not be a factor in either the accusatory or the punitive phase of any disciplinary action. This includes denial of opportunities for advancement or appointment to positions of higher authority and responsibilities.

m. Sexual Harassment

Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. The Navy considers sexual harassment as a leadership issue.

n. Fraternization

Fraternization is defined as any personal relationship between seniors and subordinates that are unduly familiar, and do not respect the differences in rank and grade. Senior – subordinate refers not only to officer/enlisted relationships, but to officer/officer and enlisted/enlisted as well.

o. Family Home Care/Single Parenting

Child care is a major concern of single parents. The Family Home Care (FHC) program allows military spouses to provide child care in military housing. Single parent status should not be viewed as a deterrent to pursuing a successful Navy career as long as the parent accepts full responsibility for his/her child. Fleet and Family Service Centers provide multiple assistance for the single parents through dissemination of information, counseling, education, and referrals.

p. Wellness and Physical Readiness

Chiefs are not strangers to any program leading to the wellness or physical readiness of Navy personnel. The impression is, the Chief is looked upon as a model of good health and physical fitness. Wellness and physical readiness of Sailors are not seasonal events in the Navy culture. They are routine, everyday concerns that affect professional and organizational effectiveness, morale, and combat readiness!

q. Alcohol and Drug Abuse Prevention

The Navy is responding to a very common and destructive societal issue and has established policies and procedures for the prevention and control of alcohol and drug abuse. Implementation of all policies and directives are subject to federal statutes.

Alcohol and drug abuse by members of the Armed Forces is incompatible with the maintenance of high standards of performance, military discipline, readiness, and mission accomplishment. The goal of the Navy is to be free from the ill-effects of alcohol and drug abuse; the illegal possession of and/or the trafficking of drugs by naval personnel; and the wrongful possession, use, distribution, or promotion of drugs or drug abuse paraphernalia.

Military members determined to be using drugs, in violation of applicable provisions of the Uniform Code of Military Justice (UCMJ), federal, state, or local statutes shall be disciplined and processed for separation as appropriate.

Know these programs as much as you can. Realize that there are mechanisms put into place to help Sailors avoid and prevent problems.

r. Financial Responsibility

The Navy estimates that a significant number of our Sailors, officers and enlisted, experience some form of financial mismanagement. Among the recurring indications that led us to believe that this is true are:

- Increased disciplinary problems related to financial problems, including personal and marital conflicts.
- Increased cases of bankruptcy.
- Increased bounced checks at Navy Exchanges and Commissaries.
- Increased caseload and requests for monetary assistance reported by Navy Relief Society.

Consequences that usually follows financial problems involve marital and family discords, deterioration of emotional and physical health, alcohol and substance abuse, breakdown of social relations, and substandard job performance.

s. Retirement

One of the major attractions of a military career has always been the retirement package. It provides an element of security as well as a chance to embark on a second career, while still enjoying many benefits of the first.

4. The Chief's Obligation

Chief Petty Officers carry significant influence over the personal and professional lives of Sailors. It follows that the Chief's influence also affects the quality of life in the Navy. And quality of life entails opportunities as well as responsibilities.

The influence that can be exerted by the Chief should not be taken lightly. Chiefs must be informed on the different programs and services provided to Navy personnel and help implement them. The Chief's position in the chain of command confers an obligation for the correct interpretation and enforcement of the policies and practices that embody all Navy programs. The Chief is also in a position to make recommendations concerning improvement and/or changes to applicable policies.

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**INFORMATION SHEET 6-2
EDUCATION AND TRAINING
REFERENCES/RESOURCES AVAILABLE**

A. INTRODUCTION:

This information sheet presents a representative listing of references and resources available that support Navy education and training programs. This is a dynamic list and is subject to change due to the Navy aggressive support for education and training programs.

B. INFORMATION:

The following is a representative listing of references and resources available to Navy personnel:

1. Enlisted Transfer Manual, NAVPERS 15909. Provides a quick reference for all subjects dealing with enlisted distribution.
<http://www.bupers.navy.mil/cdrom/dev/cd/enlxfer/Enlxfer.pdf>
2. Catalog of Navy Training Course (CANTRAC), NAVEDTRA 10500 Volumes I and II. Provides a comprehensive listing of types of Navy schools and course description information. Web only – <http://www.cnet.navy.mil/netpdtc/cantrac/index.html>
3. Retention Team Manual, NAVPERS 15878. Provides comprehensive data regarding education, training, and numerous career information programs.
<http://www.bupers.navy.mil/cdrom/dev/cd/retent/Retent.pdf>
4. Manual of Advancement, BUPERSINST 1430.16. Contains eligibility requirements, examination procedures, and special circumstances for the advancement of enlisted personnel. <http://www.bupers.navy.mil/cdrom/Bupinst.html>
5. Naval Military Personnel Manual, NAVPERS 15506A. The bible for personnel issues. Also called the MILPERSMAN.
<http://www.bupers.navy.mil/cdrom/dev/cd/MILPERS/Milpers.pdf>
6. Catalog of Non-resident Training Courses, NAVEDTRA 10061-AT. Provides a comprehensive list of training manuals and correspondence courses available.
<http://www.advancement.cnet.navy.mil/>
7. Enlisted to Officer Commissioning Programs Application Administrative Manual, OPNAVINST 1420.1. http://neds.nebt.daps.mil/Directives/1420_1.pdf
8. Manual of Enlisted Manpower and Personnel. Classification and Occupational Standards, NAVPERS 18068E. Establishes minimum occupational requirements and identifies those additional skills required in special billets (NECs) that are supplemental to rating requirements. <http://www.bupers.navy.mil/cdrom/dev/cd/NEC/Nec.pdf>

9. Bibliography for Advancement Study, NAVEDTRA 10052. Lists training manuals and other publications prescribed for use by all personnel concerned with advancement in rate training and advancement examinations. <http://www.advancement.cnet.navy.mil/>
10. Navy E-Learning Network, www.staynavy.navy.mil.
11. Other Navy-related publications, i.e., LINK, All Hands, etc.

INFORMATION SHEET 6-3 COMMISSIONING OPPORTUNITIES

A. INTRODUCTION:

This information sheet presents a representation of commissioning opportunities available for enlisted personnel. This is a dynamic list and is subject to frequent change due to the Navy's aggressive support for upward mobility.

B. REFERENCES:

Commissioning Programs, LINK, January-March 1995.

C. INFORMATION:

1. Enlisted Commissioning Program (ECP). ECP enables outstanding enlisted personnel with previous college credits to complete baccalaureate degree requirements in 36 months or less through full-time study at designated NROTC colleges and universities and earn an unrestricted line (URL) or Civil Engineer Corps (CEC) commission. Participants receive full pay and allowances while enrolled in ECP but will be required to finance their education. ECP students are not eligible for Navy Tuition Assistance, but may use in-service VA education benefits if eligible. Students must attend school on a year-round basis.

Active duty enlisted personnel in the Seabees, as well as the nuclear fields, have specific educational and commissioning programs available through ECP in civil engineering and nuclear training respectively.

Refer to OPNAVINST 1420.1 for eligibility requirements and application procedures. http://neds.nebt.daps.mil/Directives/1420_1.pdf

2. Naval Reserve Officers Training Corps (NROTC) Scholarship Programs. The purpose of the NROTC Scholarship Programs is to educate young men and women for careers as commissioned officers of the U. S. Navy Unrestricted Line (URL) and Nurse Corps, with the initial appointment to the grade of ensign. There are two and four-year scholarships including a nurse corps option. Students attend one of over 60 civilian colleges or universities, or they may attend a nearby NROTC-affiliated institution. Active duty personnel compete for an NROTC scholarship in the same manner as civilians. If appointed, enlisted personnel are discharged and appointed as midshipmen, USNR, and do not receive pay, allowances, medical benefits, or other active duty entitlements.

Refer to OPNAVINST 1420.1 for eligibility requirements and application procedures. http://neds.nebt.daps.mil/Directives/1420_1.pdf

3. U.S. Naval Academy Prep School. The U.S. Navy Academy offers an outstanding opportunity for qualified young people to embark on careers as officers in the Navy and Marine Corps. Students at the Naval Academy are Midshipmen, USN, receiving pay, tuition, room, and board. Upon graduation, they receive a Bachelor of Science degree. Midshipmen who graduate on or after 1 October 1996 will receive commission in the Naval Reserves or Marine Corps Reserves.

Each year SECNAV may nominate 85 active duty Navy and Marine Corps personnel and 85 Navy and Marine Corps Reserves personnel. The Naval Academy Prep School (NAPS), located in Newport, RI, provides intensive instruction and preparation for the academic, military, and physical training curricula at the Naval Academy. Prep School convenes in August each year through May of the following year. Applicants not selected for direct appointment to the Naval Academy are automatically considered for admission to the Prep School if the applicant has so requested on the application and has been recommended for NAPS by his/her commanding officer. There are no direct appointments to NAPS.

Refer to OPNAVINST 1420.1 for eligibility requirements and application procedures. http://neds.nebt.daps.mil/Directives/1420_1.pdf

4. Officer Candidate School (OCS). The OCS Program provides 13 weeks of officer candidate indoctrination and training at the Naval Aviation Schools Command, Pensacola, FL. The program is open to male and female personnel (except for the submarine nuclear power programs which is not open to women). Enlisted applicants in pay grades E4 and below who are designated officer candidates are advanced to E5 upon reporting to OCS. Enlisted applicants in pay grades E5 and above are designated officer candidates in their current pay grade. The curriculum includes intense naval science and human relations management courses.

Refer to OPNAVINST 1420.1 for eligibility requirements and application procedures. http://neds.nebt.daps.mil/Directives/1420_1.pdf

5. Medical Services Corps In-service Procurement Program (MSCIPP) and the Physicians Assistant (PA) Chief Warrant Officer (CWO) Conversion Program. These programs are intended to provide an advancement pathway for outstanding career motivated-CWO and enlisted personnel who have significant Navy Medical Department experience. These programs are extremely competitive; personnel should begin preparation through a sound self-improvement program early in their careers.

Refer to OPNAVINST 1420.1 for eligibility requirements and application procedures. http://neds.nebt.daps.mil/Directives/1420_1.pdf

6. Medical Enlisted Commissioning Program (MECP) Nurse Corps. This program affords enlisted personnel of all ratings an opportunity to complete a baccalaureate

degree in nursing and earn a commission in the nurse corps. MECP selectees receive full pay and allowances and are eligible for advancement. Tuition, fees, books, and other educational expenses must be paid by the MECP Candidate. Navy Tuition Assistance is not authorized. Selectees commence full-time studies in August/September at a college accredited by the National League for Nursing. Participants will be ordered for administrative purposes, on PCS basis, to the NROTC unit nearest the college or university they are attending.

Refer to OPNAVINST 1420.1 for eligibility requirements and application procedures. http://neds.nebt.daps.mil/Directives/1420_1.pdf

7. Limited Duty Officer (LDO). The active duty LDO program provides an opportunity for selected senior enlisted personnel to receive appointments to the grade of Ensign.

LDOs are technically-oriented officers who perform duties that:

- are limited to specific occupational fields.
- require authority and responsibility greater than that normally expected of a CWO.
- require strong technical managerial skills.
- are outside the normal development pattern for unrestricted line (URL), restricted line (RLL), and staff corps officers or for which no URL, RLL or staff corps officers are available.

Refer to OPNAVINST 1420.1 for eligibility requirements and application procedures. http://neds.nebt.daps.mil/Directives/1420_1.pdf

8. Chief Warrant Officer (CWO) Program. The CWO program provides an opportunity for selected senior enlisted personnel to receive appointments as a CWO for the performance of duties in the technical field indicated by their former enlisted rating group.

CWOs are technical officer specialists who perform duties that:

- require extensive knowledge of a specific occupational field.
- are technically orientated.
- are repetitive in nature.
- are not significantly affected by advancement in rank and, therefore, amenable to successive tours of duty.

The CWO provides technical expertise at a relatively stable grade level in the officer structure. Consequently, development of CWOs will emphasize increasing their technical competence with their warrant specialties.

Refer to OPNAVINST 1420.1 for eligibility requirements and application procedures. http://neds.nebt.daps.mil/Directives/1420_1.pdf

9. Seaman to Admiral Program. This program is open to enlisted personnel of the Regular Navy and Naval Reserve on active duty (including TAR). Selected applicants will be commissioned ensigns in the Naval Reserve after indoctrination at the Officer Candidate School. Following commissioning in the unrestricted line, officers will be assigned to warfare community-specific training as appropriate. Members disenrolled from OCS for any reason will revert to their former rates in the Navy or Naval Reserve and be made available for general assignment. Reverted members will normally be required to serve their original or extended period of obligated service. Members disenrolled from training after commissioning, if not selected for another officer community, will be able to enlist at their former pay grade with permission from the CNO.

Community assignment will be determined by the Assistant Chief of Naval Operations (ACNO) for Military Policy and Career Progression after the needs of the Navy, individual qualifications, aptitude, experience, and preference. Every effort will be made to meet individual preferences, but careful consideration should be given to service in all designators in the event the stringent academic and physical requirements cannot be met for service in the preferred community.

Refer to OPNAVINST 1420.1 for eligibility requirements and application procedures. http://neds.nebt.daps.mil/Directives/1420_1.pdf